



Job Description	
Job title	Graduate Building Surveyor (Fixed Term – 2 Years)
Grade	Grade G/H
Directorate	Resources
Section/team	Assets Service
Accountable to	Group Manager (Building Projects and Maintenance)
Responsible for	N/A
Date reviewed	March 2024

Purpose of the Job

The Assets Service is responsible for the maintenance, compliance and investment of the Council's operational buildings estate. The Service delivers a range of capital improvement schemes associated with its operational buildings and supports the wider Council with the delivery of capital schemes related to major regeneration and development programmes.

The purpose of the job is to assist the Assets Service in the delivery of its electrical maintenance, compliance, and investment obligations and to provide a range of related advice and support to the Council.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Effectively manage the relationships between clients, service users, designers, building professionals and contractors on a portfolio of projects.
- Coordinate and quality assure the work of the other professionals involved in the project.



- To mediate and negotiate with relevant parties to ensure fitness for purpose, best value and user satisfaction while providing independent professional advice & challenge to all connected with the projects.
- To consistently provide accurate, informative and timely written and verbal communication to relevant parties, including contributing to writing and presenting reports to the Senior Management Team.
- Ensure the aims and required deadlines of the projects are met and improved upon where possible.
- Ensure that quality standards stated in the specification are adhered to or exceeded. Keep track of progress ensuring that the project is on time and on budget.
- Maintaining records of expenditure, accounting, costing and billing for budget monitoring and final accounting.
- To ensure records management systems are kept up to date following changes such as asbestos registers and fire risk assessments to ensure the health and safety of people entering facilities.
- To provide advice and guidance to the Council, service clients and external bodies on a full range of matters relating to property, including acquisition, change of use, disposal, demolition, termination of utility supplies.
- To deliver planned maintenance, respond to reactive maintenance and undertake building condition surveys as required.
- To promote and implement the Council's Equal Opportunities Policy in all aspects of employment and service delivery.
- To develop effective working partnerships and relationships with elected Members, local, regional and national organisations.
- To influence decisions relevant to the Council's Land and Property Portfolio.
- To ensure all Council Standing Orders and Financial Procedure Rules are upheld.
- To ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by all areas of the Council by challenging



existing practices, setting targets for improvement and intervening as necessary.

- To support the Asset Management Team in the development and implementation of strategies, plans, policies, procedures, relevant to the work of the Service.
- To ensure in relation to duties listed above that all legislative, regulatory and national guidance relating to Property Maintenance, Investment & Compliance is adhered to and reported on as appropriate.
- To promote the duty to co-operate between organisations in order to improve the quality of life of all residents.
- To fulfil any other duties as reasonably directed by the Head of Assets.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.
- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities



The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.